

# HOW TO RENEW YOUR ANNUAL REGISTRATION ONLINE

- [Lobbying Firm Registration Renewal](#)
- [Lobbyist Employer Registration Renewal](#)
- [Lobbyist Registration Renewal](#)



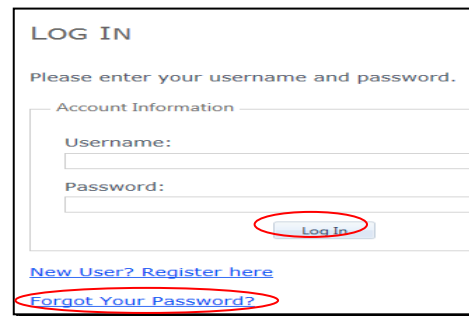
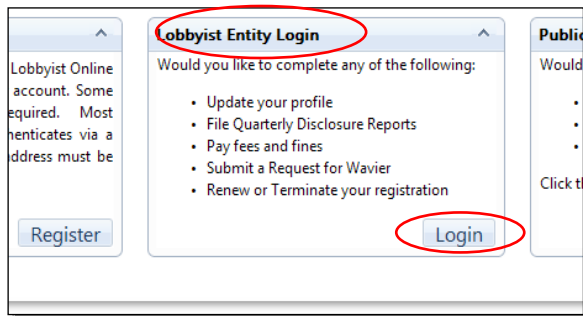
## LOBBYING FIRM REGISTRATION RENEWAL

As required by the Lobbyist Ordinance, any person or entity seeking to retain its status as either a County Lobbyist, Lobbying Firm, or Lobbyist Employer, must renew its registration and pay the applicable renewal registration fees to the County of Los Angeles. The annual renewal of registration and appropriate fee(s) are due on or before January 10 of 2016\*.

To renew online, click on the “Renew Registration” button under the “Registration Profile”. To renew **ONLY** the firm’s registration, proceed to the instructions titled “[Renewing Your Firm’s Registration](#)”. To renew both the firm’s and the lobbyist(s)’s registration, proceed to “[Renewing Both the Firm’s and Lobbyist\(s\)’s Registration](#)”.

Your clients/Lobbyist Employers will receive a separate notice from our office notifying them to renew their registrations. Failure on behalf of any of your clients/Lobbyist Employers to renew by the prescribed deadline will result in termination of their registration.

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button of the portal titled “**Lobbyist Entity Login**”



3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization.
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
  - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your new temporary password.
  - If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov)

5. Once you have successfully logged in, **click on “Renew Registration”**

WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

My Profile    My Lobbyists/Affiliates    Quarterly Reports

My Profile

Account Profile

View/Amend Profile Information

Change Password

Registration Profile

Registration Status: Active

Registration Date: [Redacted]

Renewal Registration Date: 1/1/2016

Termination Date: [Redacted]

Renew Registration    Make a Payment

## RENEWING YOUR FIRM'S REGISTRATION

1. Ensure that the Type of Transaction is set to “Renewal Registration” and “Total fees” reflects a \$0 balance
2. Click the “Renewal Registration” button
3. Read the acknowledgement statement and click the button next to “I Acknowledge”, then select “Renew only my firm” to proceed

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Link To Fee Chart

**Firm Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$0

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Alina	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]

Submit a Waiver    Go Back    Renewal Registration

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**Firm Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: Renewal Registration

Late Fee: \$0

Total Fees: \$0

Select affiliated lobbyists for whom you are paying:

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Alina	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Pay]

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**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this firm, am renewing the annual registration. I further acknowledge, if applicable, that any lobbyist(s) affiliated with my firm who have been selected on the previous screen, will be renewing their registration for the year 2016.

I understand that although there is no fee associated with the registration renewal of my firm, there is a registration renewal fee associated with each selected lobbyist and the renewal of registration for each selected lobbyist is not complete until the required renewal fee has been paid in full.

☒ I acknowledge

Renew only my firm    Proceed to payment processing to renew my firm and selected lobbyist(s)

Note: By selecting this option, you are acknowledging that your firm will be renewing its registration. If applicable, any individual lobbyists affiliated with your firm wishing to renew their annual registration, will need to submit the required payment in order to complete their renewal process.

## **RENEWING BOTH THE FIRM'S AND LOBBYIST(S)'S REGISTRATION**

1. Ensure that the Type of Transaction is set to "Renewal Registration"
2. Refer to the list of your affiliated in-house lobbyists, and indicate which lobbyist(s) will be renewing their registration by clicking the box to the right of their name.
3. Review that the Total Fees include a \$450 fee for each in-house lobbyist who is renewing their registration
4. Click the "Renewal Registration" button to proceed
5. Read the acknowledgement statement and check the box next to "I Acknowledge", then select "Proceed to payment processing to renew my organization and/or selected lobbyist(s)" in order to make the required payment


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[Link To Fee Chart](#)  
**Firm Registration Renewal Instructions**


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**Fees and Payments**


\* Entity Name:

\* Type of Transaction: 

Late Fee:

Total Fees: 

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Alina				 <input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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**Firm Registration Renewal Instructions**

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**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
Alina				<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this firm, am renewing its annual registration. I further acknowledge, if applicable, that any lobbyist(s) affiliated with my firm who have been selected on the previous screen, will be renewing their registration for the year 2016.

I understand that although there is no fee associated with the registration renewal of my firm, there is a registration renewal fee associated with each selected lobbyist and the renewal of registration for each selected lobbyist is not complete until the required renewal fee has been paid in full.

☒ I acknowledge

Note: By continuing to the payment process and successfully supplying payment for the lobbyist(s) selected, you are acknowledging that your firm and the lobbyist(s) selected will be renewing their registrations.

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2016\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information, refer to the [Lobbyist Rules](#), Section 1.3

\*When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day



## LOBBYIST EMPLOYER REGISTRATION RENEWAL

As required by the Lobbyist Ordinance, any person or entity seeking to retain its status as either a County Lobbyist, Lobbying Firm, or Lobbyist Employer, must renew its registration and pay the applicable renewal registration fees to the County of Los Angeles. The annual renewal of registration and appropriate fee(s) are due on or before January 10 of 2016\*.

To renew online, click on the “Renew Registration” button under the “Registration Profile”. To renew **ONLY** your organization’s registration, proceed to the instructions titled **“Renewing Your Organization’s Registration”**. To renew both your organization’s and your in-house lobbyist(s)’s registration, proceed to **“Renewing Both Your Organization’s and Your In-House Lobbyist(s)’s Registration”**.

1. Visit <https://lobbying.lacounty.gov/home.aspx>
2. Click on the **Login** button of the portal titled “Lobbyist Entity Login”

3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization.
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
  - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your new temporary password.
  - If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov)

## 5. Once you have successfully logged in, click on “Renew Registration”

### WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

**My Profile**   **My Lobbyists/Affiliates**   **Quarterly Reports**

My Profile

**Account Profile**

View/Amend Profile Information

Change Password

**Registration Profile**

Registration Status: Active

Registration Date: 8/12/2005

Renewal Registration Date: 1/1/2016

Termination Date:

**Renew Registration**   **Make a Payment**

## RENEWING YOUR ORGANIZATION’S REGISTRATION

4. Ensure that the Type of Transaction is set to “Renewal Registration” and “Total fees” reflects \$75.
5. Click the “Renewal Registration” button
6. Read the acknowledgement statement and click the button next to “I Acknowledge”, then select “Proceed to payment processing to renew my organization and/or selected lobbyist(s)” in order to make the required payment

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[Link To Fee Chart](#)

**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: **Renewal Registration**

Late Fee: \$0

Total Fees: \$75

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
[Redacted]		[Redacted]	1/01/2014	<input type="checkbox"/>
[Redacted]		[Redacted]	1/01/2014	<input type="checkbox"/>
[Redacted]	A.	[Redacted]	1/01/2014	<input type="checkbox"/>

**Submit a Waiver**   **Go Back**   **Renewal Registration**

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[Link To Fee Chart](#)

**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name: [Redacted]

\* Type of Transaction: [Redacted]

Late Fee: [Redacted]

Total Fees: [Redacted]

**Select affiliated**

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Last Renewal Date: 1/01/2014

Pay: ☐

**Submit a Waiver**   **Go Back**   **Renewal Registration**

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this organization, am renewing its annual registration. I further acknowledge, if applicable, that any lobbyist (s) affiliated with my organization who have been selected on the previous screen, will be renewing their registration for the year 2016. I understand that the renewal of my organization's registration and that of any selected lobbyist(s), is not complete until the required renewal fee has been paid in full.

☒ **I acknowledge**

**Proceed to payment processing to renew my organization and/or selected lobbyist(s)**

**Note: Your registration is NOT complete until you make the required payment**

## **RENEWING BOTH YOUR ORGANIZATION'S AND YOUR IN-HOUSE**

### **LOBBYIST(S)'S REGISTRATION**

6. Ensure that the Type of Transaction is set to "Renewal Registration"
7. Refer to the list of your affiliated in-house lobbyists, and indicate which in-house lobbyist(s) will be renewing their registration by clicking the box to the right of their name.
8. Review that the Total Fees include the organization's fee (\$75) as well as a \$450 fee for each in-house lobbyist who is renewing their registration.
9. Click the "Renewal Registration" button to proceed
10. Read the acknowledgement statement and check the box next to "I Acknowledge", then select "Proceed to payment processing to renew my organization and/or selected lobbyist(s)" in order to make the required payment

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[Link To Fee Chart](#)  
**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

**Select affiliated lobbyists for whom you are paying:**

First Name	Middle Name	Last Name	Last Renewal Date	Pay
			1/01/2014	<input checked="" type="checkbox"/>
			1/01/2014	<input checked="" type="checkbox"/>
			1/01/2014	<input checked="" type="checkbox"/>

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**Employer Registration Renewal Instructions**

**Fees and Payments**

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

**Select affiliated**

First Name	Middle Name	Last Name	Date	Pay
			1/01/2014	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>

**Acknowledgement**

By checking the box below, I am acknowledging that I, the designated responsible officer for this organization, am renewing its annual registration. I further acknowledge, if applicable, that any lobbyist (s) affiliated with my organization who have been selected on the previous screen, will be renewing their registration for the year 2016. I understand that the renewal of my organization's registration and that of any selected lobbyist(s), is not complete until the required renewal fee has been paid in full.

☒ I acknowledge



**Note: Your registration is NOT complete until you make the required payment**

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2016\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information, refer to the [Lobbyist Rules](#), Section 1.3

\*When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day



## LOBBYIST REGISTRATION RENEWAL

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To renew online, click on the “Renew Registration” button under the “Registration Profile”. To renew your lobbyist registration, proceed to the instructions titled **“Renewing Your Registration”**.

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2. Click on the **Login** button of the portal titled “Lobbyist Entity Login”

3. **Type in your username.** Your username is typically the email address you provided to us at initial registration, or an email address which we have authenticated and affiliated with you or your organization.
4. **Type in your password.** If you are unable to log in using your password, you may be entering the incorrect password, or you may be locked out
  - If you **forgot your password**, click on the “forgot your password” link and enter your email address to receive your new temporary password.
  - If your **account is locked** due to 5 or more unsuccessful log in attempts, you need to unlock your account by contacting the Lobbyist Desk at 213-974-1093, or send an email to [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov)
5. Once you have successfully logged in, **click on "Renew Registration"**


### WELCOME TO OUR LOBBYIST ONLINE SYSTEM

By clicking on the tabs below, you can now electronically update your registration profile, file required quarterly disclosure reports, pay fees and fines, submit waiver requests and renew or terminate your registration.

## RENEWING YOUR REGISTRATION

7. Ensure that the Type of Transaction is set to “Renewal Registration” and “Total fees” reflects the annual registration fee of \$450
8. Click the “Renewal Registration” button
9. Read the acknowledgement statement and click the button next to “I Acknowledge”, then select “Proceed to payment processing to renew my individual lobbyist annual registration”

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 [Individual Lobbyist Registration Renewal Instructions](#)

### Fees and Payments

\* Entity Name:

\* Type of Transaction:  

Late Fee:

Total Fees: 

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### Fees and Payments

\* Entity Name:

\* Type of Transaction:

Late Fee:

Total Fees:

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#### Acknowledgement

By checking the box below, I am acknowledging that I am renewing my annual registration for the year 2016. I understand that the renewal of my annual registration is not complete until the required renewal fee has been paid in full.

☒ I acknowledge

[Proceed to payment processing to renew my individual lobbyist annual registration](#)

Note: By continuing to the payment process and successfully supplying payment, you are acknowledging that you will be renewing your registration.

If you have questions regarding the renewal process, please contact the Lobbyist Unit at (213) 974-1093 or email [Lobbyist@bos.lacounty.gov](mailto:Lobbyist@bos.lacounty.gov) prior to the renewal deadline. Failure to renew by January 10, 2016\* may result in late filing fees, as well as fines and possible sanctions if lobbying activities continue without proper registration.

For more information, refer to the [Lobbyist Rules](#), Section 1.3

\*When the last day (to perform or complete any act provided for in the Lobbyist Ordinance or Lobbyist Rules) falls on a Saturday, Sunday or County holiday, the time deadline is extended until the next business day